

12/28

NOTE: Noted Noon Meeting
24 December. This does not
change LKW's intent to control
centrally by assignment to the
Development Complement.

/s/VRT

FILE

DD/S 64-6208
9 DEC 1964

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Support

SUBJECT : Support Officers Development Program

1. I believe the draft of the DD/S Administrative Instruction No. 64-15 on the subject program includes the changes recommended, although I do have some reservation regarding the slotting and assignments within my Office. With reference to the individual participant who may wish to point his career toward the Office of Communications from the outset, and who, because of his previous education and experience can be assigned to one of my staffs performing duties relating directly to Communications, I am confident that I can arrange the proper assignment and make available the necessary positions.

2. Concerning those whose ultimate career service designation would be in the field of logistics, personnel, security, finance, or general administration, it appears that their assignments to the Office of Communications as part of their over-all training would best be to positions now encumbered by personnel of their respective career services. This being the case, I believe a better mechanism for slotting in OC might be to earmark a number of positions in my Administration Staff or in the Material Support Branch of my Engineering Staff as positions these trainees could encumber. I believe that in these positions the individuals would have an opportunity to obtain considerable experience from the Logistics, Finance, Personnel, and Administrative viewpoints, as well as obtain a working knowledge of the mission and functions of my Office as a whole.

3. I have selected Mr [] to be the OC representative on the Support Development Panel. He can be reached on extension []

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[]
Director of Communications

STAT Copy handed to []

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DD/S 64-6067

30 NOV 1964

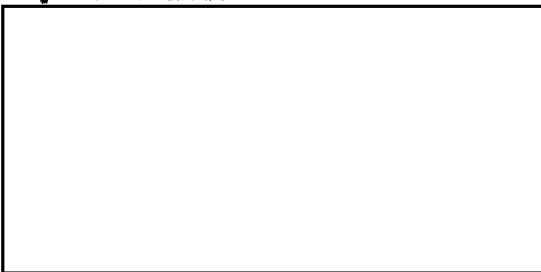
MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT : Support Officers Development Program

1. Attached is a draft of a DD/S Administrative Instruction which Colonel White has approved for publication and which we plan to issue soon. The purpose of sending you this final draft is twofold: (a) Have we incorporated all the important changes recommended to Colonel White by the DD/S Office Heads? (b) To ask you to name your representative on the Support Development Panel as provided in paragraph 2c(1).

2. Colonel White has appointed Mr. [] Assistant Special Support Assistant to the DD/S as Chairman of the Panel and the Director of Personnel has named as his representative Mr. Robert D. [] who is the Personnel Career Management Officer and Secretary of the Personnel Career Board.

3. I would appreciate a call from you when you have selected your representative.



Executive Officer to the
 Deputy Director for Support

Att: Draft DD/S Admin Instruction

cc: ASSA-DD/S w/att
 EO-DD/S&T w/att

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Approved For Release 2002/08/15 : CIA-RDP84-00780R000600020005-1

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TRAINING
20 November 1964

DD/S ADMINISTRATIVE
INSTRUCTION No. 64-15

SUPPORT OFFICERS DEVELOPMENT PROGRAM

1. The Support Officers Development Program is a program to furnish each of the Support Career Services with an annual quota of well-trained junior officers subject to their needs. The Junior Officer Training Program will be the primary source of candidates for the Support Officers Development Program but Heads of Support Career Services will be encouraged to nominate individuals whom they feel are qualified for and can benefit from participation.

2. Officers selected for this program will be given the opportunity to gain varied experience in order to identify their interests, test their aptitudes, and eventually to arrange for their assignments to one of the specialized Support Career Services or to the "S" Service. However, the program will be flexible enough to accommodate interests of individual participants who may want to point their careers toward one of the Support specialties from the outset. In order to accomplish these objectives and to maintain an orderly program, it has been concluded that central management is necessary and that this will be done from the Office of the Deputy Director for Support. Central management will offer a central service to all Support Career Services and ensure due regard for the program as a whole. To administer the program and accomplish its objectives the following organizational mechanisms will be established:

a. Slotting

(1) It is anticipated that 15 slots for this program will be necessary by 30 June 1965. This number will be increased as the program expands.

(2) Slots to accommodate participants will be assigned to the Support Development Program. All feasible means of obtaining the initial allocation of slots without affecting the staffing complements of the Support components will be explored but it is anticipated the Support Offices themselves will have to be the primary source from which slots will be drawn.

b. Assignments

(1) Each of the Support components will derive direct benefit from the program by having participants and programs

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Excluded from automatic
downgrading and
declassification

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available to them as full-time working details. Participants will be given assignments to provide them with the broadest possible base of experience for their rapid development, leading toward ultimate assignment to one of the Support Career Services. It is expected that assignment to a Career Service will be accomplished within 4 to 6 years but sooner, if possible.

(2) Overseas experience at a small post is considered one of the most effective means of offering a broad base of experience in all facets of Support activities and normally will be planned for the early phases of the development program. However, it should be noted that overseas service of this type may not be available or may not be realistic for every participant.

(3) The developmental experience will be tailored to the needs of the Support Directorate as well as those of the individual and the individual Support Career Service. Each office will be responsible for ensuring that the assignment of an individual within that office is such that he will have an opportunity to make maximum contribution to functions of the office commensurate with his grade and experience and consistent with the long-range objectives of the program. In this connection, it is not necessarily intended that the participant become a technical expert in the function of any given office but that he should develop a familiarity and broader base of experience with the office as a whole. Assignments should be active and productive, but production in comparison with that of experienced technicians should not be the only yardstick of measuring "productive performance."

c. Program Management


(1) A Support Development Panel will be responsible for the Support Officers Development Program. This Panel will be chaired by a member of the staff of the Deputy Director for Support. A permanent secretary to the Panel will be appointed and members will be selected to represent each of the Support Career Services. The Support Development Panel will recommend to the Deputy Director for Support assignments and other actions for the support and administration of this program.

(2) When participants are assigned to component offices, they will continue to be carried in the Support Officers Development Program and will not be counted against office

staffing complements. They will be given "SD--Support Development" career designations. Overseas assignments will continue to be on the basis of transfer to the Clansdestine Services staffing complement for the tenure of the assignment. At the conclusion of the officer's developmental training and experience under this program, he will be given a service designation of one of the Support Career Services. Determination of the Career Service affiliation will be arrived at in consideration of the interests of the individual officer in consultation with the Support Offices and with the approval of the Deputy Director for Support.

3. An effective central mechanism with the full participation and cooperation of the DD/S component offices should ensure a highly effective program which will provide the several Support Services with a steady input of highly qualified and talented officers. Such a program is considered necessary in order to ensure the highest competence in our personnel for the present and future in the development and maintenance of the Agency support program.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:


EXECUTIVE OFFICER

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downgrading and
declassification

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4 Dec 64

STAT Mr.

This is a suspense
item for today. Is there
anything you would like
me to do about it?

sbo

*Thanks - no. This
was suspended to make
sure I did my homework.
I am now in touch with
all the DDS Barons on
this.
V.T.*

STAT

Approved For Release 2002/08/15 : CIA-RDP84-00780R000600020005-1

4 December 1964

STAT Mr.

Bertha called to say that Personnel
doesn't have any comments on the Support
Development Program paper.

sbo

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